



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY MATERIEL COMMAND
9301 CHAPEK ROAD
FORT BELVOIR, VA 22060-5527

AMSRD-AB

CPL 09-18-AMSRD-AB
DATE

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter - Utilization of the United States Army Materiel Command (AMC) Band

1. References:

- a. AR 220-90, Army Bands, 14 December 2007,
http://www.apd.army.mil/jw2/xmldemo/r220_90/cover.asp.
- b. DA PAM 220-90, Army Bands: A Guide for Senior Commanders, 14 December 2007,
http://www.apd.army.mil/pdf/p220_90.pdf.
- c. AR 360-1, The Army Public Affairs Program, 15 September 2000,
http://www.apd.army.mil/jw2/xmldemo/r360_1/cover.asp.
- d. AR 600-25, Salutes, Honors, and Visits of Courtesy, 24 September 2004,
http://www.apd.army.mil/jw2/xmldemo/r600_25/cover.asp.
- e. FM 12-50, The Military Band, 15 October 1999,
http://www.armystudyguide.com/content/publications/field_manuals/fm-1250.shtml.
- f. FM 3-21.5, Drill and Ceremonies, 7 July 2003, <http://rotc.okstate.edu/pdf/FM%203-21.5%20Drill%20and%20Ceremony.pdf>.
- g. DOD 5500.07R, Joint Ethics Regulation, 30 August 1993,
http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/.
- h. DODD 5410.18, Public Affairs Community Relations Policy, 20 November 2001,
<http://www.dtic.mil/whs/directives/corres/pdf/541018p.pdf>.
- i. DODI 5410.19, Public Affairs Community Relations Policy Implementation, 13 November 2001, <http://www.dtic.mil/whs/directives/corres/pdf/541019p.pdf>.

2. Purpose. This policy establishes priorities and procedures pertaining to the utilization of the U.S. Army Materiel Command (AMC) Band.

3. Policy. In accordance with AR 220-90, paragraph 1-6, the AMC Band is a separate unit commanded by a warrant officer bandmaster (MOS 420C). The band's mission is to provide

AMSRD-AB

SUBJECT: Command Policy Letter - Utilization of the United States Army Materiel Command (AMC) Band

music throughout the spectrum of military operations to instill in our forces the will to fight and win, foster the support of our citizens, and promote our National interests at home and abroad.

4. Priorities.

a. The band participates in activities listed under the guidelines of AR 220-90 and AR 360-1 to include troop support events, on and off-post community relations events, such as parades, concerts, official civil ceremonies and functions. The band commander will schedule proactive band missions in support of the strategic outreach intent of the Commanding General, AMC (CG). Such missions will be reflected on the CG's Weekly Update Brief.

b. As a primary strategic outreach tool for the CG, the band will engage opportunities which support Army recruiting and off-post community relations events that promote the Army, the AMC, and the home installation. The band will execute extended TDY missions in support of AMC installations and activities worldwide. Such extended missions will be executed in geographical regions as determined by the band commander.

c. To maintain unit integrity and capability, block leave will be scheduled twice per year. Dates for block leave will be staffed through command channels for prior approval.

5. Commitment Procedures within the AMC Enterprise.

a. **Requestors for AMC and MSC command sponsored functions** to include, but not exclusive to; change of command ceremonies, change of responsibility ceremonies, branch anniversaries, the Army Birthday, ethnic heritage or historic observances, and other civil-military proceedings, will follow the steps listed below, and **submit requests no later than 45 days prior to the date of the event.**

(1) Go to the AMC Band Homepage <http://www.amc.army.mil/pa/AMCBand.asp>.

(2) Scroll to the bottom of the page under "Request the Band" and fill out the online request form under "For AMC assets". Specify which group you are requesting.

(3) Click "submit by e-mail" at the bottom of the form. The request will go to both the band and to AMC Chief of Protocol.

b. If no conflicts are apparent, the request will be staffed. The requestor will be provided email acknowledgement of receipt of their request. The Commander, AMC Band will review all requests to determine supportability based on band capabilities, previously scheduled missions or training, band manning levels, and compliance with applicable regulations, policies and law. Band commitments will be in accordance with policies and procedures outlined in AR 220-90 and AR 360-1. Performance requests must comply with these policies prior to obligating the

AMSRD-AB

SUBJECT: Command Policy Letter - Utilization of the United States Army Materiel Command (AMC) Band

band. The band commander maintains approval/disapproval authority for all performance requests.

c. If approved, the requestor will receive written confirmation from the band and initial coordination of the mission details will commence.

d. If disapproved, the requestor will receive immediate notification including recommendations for possible re-issue of the request.

e. The band must have a draft script and sequence NLT one week prior to the function.

f. Chief of Staff (CofS), HQ AMC is final approval authority for tasking the band for all missions requested by HQ AMC and AMC Major Subordinate Command (MSC) elements. Additionally, schedule conflicts arising between supported AMC elements will be de-conflicted by AMC Cof S and the Band Commander.

6. Commitment Procedures for Requestors outside the AMC Enterprise.

a. **All non-AMC military and civilian requests for events will be submitted NLT 90 days prior for community relations and 45 days prior for troop support events** using the following procedures:

(1) Go to the AMC Band Homepage <http://www.amc.army.mil/pa/AMCBand.asp>.

(2) Scroll to the bottom of the page under "Request the Band" and fill out the online request form under "For all others". Specify which group is being requested.

(3) Print and fax the form to (410) 278-4470 or DSN 298-4470.

b. Receipt of requests will be verified by the band and staffed against the band operations calendar. Band Operations will inform AMC, CofS of all major events that require HQ visibility. Requests received prior to the 90 and 45-day limit may be suspended until that time. If approved support for a non-AMC military or civil function must be withdrawn due to a priority AMC troop support tasker, Band Operations will notify the requestor in writing of the withdrawal.

c. Late requests within the 90/45 day window must be submitted along with a memorandum of explanation to the (CofS), HQ AMC, stating the circumstances for lateness, and critical nature of the mission support requested.

7. Additional Procedures for all Commitments.

a. Any request that presents a legal or ethical concern will be forwarded to the Staff Judge Advocate (SJA) by the band commander. The SJA will review the request and provide a

AMSRD-AB

SUBJECT: Command Policy Letter - Utilization of the United States Army Materiel Command (AMC) Band

recommendation to the band commander. Requests determined by SJA not in accordance with regulations, policy or law must be resolved prior to obligating the band.

b. Bugler Support for Funerals and Memorials. The only exception to the prescribed procedures for band commitments is bugler support. Bugler support requests account for a significant number of total band requests. The inherent short notice for funeral and memorial services necessitates that requests for bugler support be processed as quickly as possible. Process all funeral requests through the Fort George G. Meade Casualty Affairs Operations Center and the home installation point of contact (POC), who will task the band. Other non-funeral memorial bugler support requests may be coordinated directly with the AMC Band.

c. Dry Run Support. To maximize band support among all approved concurrent missions, to preserve integrity of training time scheduled for future missions, and to ensure balanced instrumentation, the AMC Band is limited in its ability to support dry runs. Requestors are encouraged to employ pre-recorded music for dry runs. Compact disc recordings of typical ceremonial music can be acquired from the band when requested as part of the original support request. Except when dictated by CofS, HQ AMC, the band will not perform full dry runs. A single Soldier representative may be sent, when authorized by the band commander, to support a final dry run. At no time will band Soldiers be utilized to play a bass drum to train Soldiers in ceremonial marching.

d. Ceremony Script Review. Scripts for military ceremonies involving band support require review by the band commander to ensure that the AMC band will be employed IAW published doctrine. Provide the band commander with a final script NLT one week prior to the scheduled event. In accordance with (IAW) AR 220-90, 2-5.h, Echo Taps, also known as Silver Taps, will not be performed under any circumstances. Additionally, bugle ceremonies will not be supported if instrumental balance for the band proper is jeopardized by detaching a stand-alone bugler. Commands desiring a bugle ceremony are encouraged to supply the bugler since assigning a bugler from the band to detach from the formation negatively impacts instrumental balance and severely degrades band mission performance.

e. Support for Social Functions. Support for social functions is outlined in AR 220-90, paragraphs 2-3 and 2-4. These paragraphs ensure band support is consistent with Department of Defense and Department of the Army guidelines. Band support is authorized if the following criteria are met:

(1) The function is "organizational" in nature, and is sponsored by an active duty military activity. Examples include the Army Birthday Ball; Ordnance Corps Ball; and official Dining In/Out activities. Examples of activities where band support is not authorized are promotion parties; wedding receptions; retirement parties; and other personal social events.

(2) Band support at social functions is limited to "incidental music when the purchase of entry tickets, or meals and beverages are required. Musical support is "incidental" if it does not

AMSRD-AB

SUBJECT: Command Policy Letter - Utilization of the United States Army Materiel Command (AMC) Band

constitute a primary attraction or when there is very little probability that the performance will increase the attendance at the event. Examples of "incidental" music are background music for receptions and dinners; patriotic programs; and trumpet and drum support of ceremonial events within the program proper. Band support is not "incidental" when it is essential to the conduct of the event. For example, dance music is essential to a dance/ball and cannot be officially supported.

(3) As stated in (1) above, band support at events such as Dining In/Out and Branch Anniversary Balls (both normally including the rendition of honors and a musical presentation of a patriotic or historical nature) is authorized. Support is limited, solely to the portion of the program that is official. For example, the band may perform while guests are being officially received by the host, during dinner as a prelude to a formal musical presentation that follows. Once the event becomes social in nature, for example, if social dancing follows the formal musical presentation, other contractual musical support arrangements by the requestor must be made. Dance music is social in nature and cannot be supported.

f. Mission Weather Conditions. Due to the detrimental effect of excessive rain, and extreme heat or cold on musical instruments, the band commander maintains the authority to terminate, or modify a mission when extreme conditions manifest themselves.

8. Transportation.

a. IAW AR 220-90, para 2-2e, committing officials will ensure band travel in military buses is limited to the immediate area, not to exceed more than a 75-mile radius.

b. Transportation requirements exceeding a 150-mile round trip should be performed in a commercial type (over-the-road) bus with underneath storage. Requesting elements, other than HQ AMC and MSCs, requiring band travel exceeding the 150-mile round trip, will fund commercial air or ground transportation, whichever suits the mission requirements and reasonable timeframe, to include an equipment truck if necessary. The CofS, HQ AMC on a case-by-case basis, will adjudicate exceptions to these guidelines.

9. Block Leave.

a. IAW AR 220-90, para. 2-2g, to ensure proper instrumental balance and mission effectiveness, the AMC Band is authorized to take block leave as a unit. Block leave will be granted during the December holiday period, and two weeks during July. The band commander is responsible for arranging for a Reserve Component (RC) band to conduct Annual Training during the summer block leave period. The RC band will be validated to conduct all band support operations normally occurring during this period by the AMC band commander.

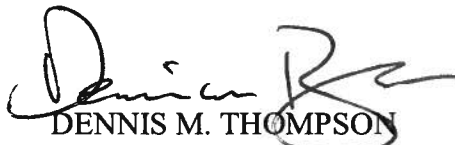
b. The band commander will request approval of block leave dates on AMC Form 356 six months prior to the requested leave dates. Approval authority of block leave dates will be

AMSRD-AB

SUBJECT: Command Policy Letter - Utilization of the United States Army Materiel Command (AMC) Band

maintained by CofS, HQ AMC. Approved block leave dates will be entered on the HQ AMC Key Events/Actions Calendar to avoid conflicts with MSCs scheduling events requiring musical support during the approved block leave period. Any missions scheduled during the block leave period will be executed by the RC band scheduled as the "backfill" unit.

FOR THE COMMANDER:


DENNIS M. THOMPSON
Colonel, GS
Chief of Staff

DISTRIBUTION:

B

H